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Equality Impact Assessment and Consultation

Approved

Approved by Khan Bashir (CYPD)

Equality Impact Assessment

Introductory Information

Reference number

648

Proposal type

Budget Project

Project name

Inclusion Strategy

Decision Type**Type of decision**

- Cabinet
 Cabinet Committee (e.g. Cabinet Highways Committee)
 Leader
 Individual Cabinet Member
 Executive Director/Director
 Officer Decisions (Non-Key)
 Council (e.g. Budget and Housing Revenue Account)
 Regulatory Committees (e.g. Licensing Committee)

Lead Cabinet Member

Mohamed Abtisam (LAB-CLLR)

Entered on Q Tier

Yes No

Year(s)**EIA date**

16/10/2019

EIA lead

Khan Bashir (CYPD)

EIA contact

Pryde Eleanor (NCC)

Lead officer

Armstrong Timothy

Lead Corporate Plan priority

Better Health and Wellbeing

Portfolio, Service and Team**Cross Portfolio**

Yes No

Portfolio

People Services

People Services service(s)

- Business Strategy
- Care and Support
- Children and Families
- Commissioning
- Inclusion and Learning
- Lifelong Learning and Skills

People Services team(s)**Is the EIA joint with another organisation (eg NHS)?**

No Yes

Brief aim(s) of the proposal and the outcome(s) you want to achieve

We will co-produce an Inclusion strategy for Sheffield. We are and have been building on previous research and consultation via focus groups with staff and young people; surveys of parents and young people; a co-production session with parents, councillors, leaders and frontline workers from health, education and care and consultation with young people, parents, frontline workers and leaders on a draft of an Inclusion Strategy for Sheffield that helps us better meet the needs and aspirations of children and young people in our city.

Over November/December 2019 we are carrying out a consultation on the draft strategy and we are asking questions about the vision and the five key themes of:

1. Effective identification of needs with appropriate assessments (Assessment)
2. A wide range of services and opportunities that meet the needs of our young people (Provision)
3. Smooth transition at every stage of a young person's life, and particularly to adult life (Transition)
4. Excellent communication and engagement between young people, families, services and schools (Communication)
5. Excellent leader and staff capabilities to deliver the services (Workforce)

We are taking steps to ensure that the widest range of stakeholders from our four key stakeholder groups (young people, parents/carers, leaders and frontline workers) are reached. We are taking specific steps to look at how we can reach the hardest to reach and people with communication needs.

The aim is for the final draft of the strategy to be presented at the February 2020 Cabinet.

UPDATE 27th Jan 2020: Deadline for consultation was extended to 26th January to allow the CCG to promote the strategy and ensure their requirements for consultation are satisfied. This mitigated against the CCG being unable to promote the consultation in November-December due to PERP.

Final strategy to go to Cabinet on 19th February and SCCG Governing Body on 5th March.

Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

More information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

Note the EIA should describe impact before any action/mitigation. If there are both negatives and positives, please outline these - positives will be part of any mitigation. The action plan should detail any mitigation.

Overview

Overview (describe how the proposal helps to meet the Public Sector Duty outlined above), Supporting Evidence (Please detail all your evidence used to support the EIA)

We have carried out an equality analysis in line with the requirements of the Public Sector Equality Duty. Building on previous research about our SEND services, we consulted with our four key stakeholder groups (young people, parents, frontline workers and leaders) during summer and September 2019 and in co-production sessions in October 2019, in order to get a clear understanding of key areas to include in our Inclusion Strategy. We have met with the Sheffield Clinical Commissioning Group (SCCG) and Sheffield Parent Carer Forum (PCF) on a (mostly) weekly basis since July 2019, to plan and carry out our research/consultation and co-production session. We have considered how to reach specific people and areas (e.g. some Black, Asian and Minority Ethnic (BAME) groups, some postcodes, non-verbal young people) and planned our consultation and research to try and capture these views. We have undertaken a combination of focus groups with frontline workers and leaders, parent and young person surveys, groups with young people at schools and Sheffield Futures. The research and consultation we have done to date to co-produce our strategy has helped and will continue to help ensure that we have been as inclusive as possible with our consultation (we have also worked within the SCCG's compulsory measures for public consultation). It has helped to foster good relations as we are asking people across the four stakeholder groups what's important to them.

The focus of the strategy is SEND and Inclusion, so it directly affects people with the range of conditions that SEND encompasses. The longer term impact of implementing the strategy will be to maximise the potential of the young people. It is aimed that this will be through young people having their needs assessed at the right time to get the right support; young people will be at the centre of all assessments so that they are meaningful to their life and services assessing young people will work together to ensure a co-ordinated assessment process so that their experience is better.

Impacts

Proposal has an impact on

Health

Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?

Yes No

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

We have ensured that staff from a range of SEND and inclusion services have had a chance to feed into the research and consultation process to date, so that they have had the opportunity to share their views about issues and priorities that will feed into the strategy development. We have done this via a number of focus groups with relevant departments.

One of the key themes to come out of the research and consultation to date is Workforce. It is expected that through the implementation of the strategy, the workforce will receive appropriate training and development and feel more supported to fulfil their roles. It is expected that this will positively affect morale and wellbeing.

We have also been working closely with our partners in health to ensure a collaborative approach.

We sent a link to the consultation on the draft strategy to departments working in the area of SEND and we included a link to the consultation via the Council's internal communication channels.

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Through the process of gathering research for developing the draft Inclusion Strategy, we have ensured that customers have had the opportunity to share their views - including via focus groups, surveys at events, a parent survey and co-production session. In doing so, we have been able to develop priorities for the strategy that reflect the views shared. One thing that has come out strongly is that young people want to be happy and have the opportunity to do what they want with their lives. This is important for general wellbeing. Parents want more support for a full range of conditions including mental health. Currently many parents feel stressed because of a lack of clarity and communication in the system.

The potential positive impact of developing this strategy is that it makes people feel heard and sets out key changes that we will make which will have an impact on the health and wellbeing of customers.

We will provide the consultation link to HealthWatch to circulate to their members. In late November the SCCG was unable to do any promotion due to the NHS having strict rules around Pre Election Rules on Publicity (PERP).

UPDATE 8th Jan 2020: Deadline for consultation was extended to 26th January to allow the SCCG to promote the strategy and ensure their requirements for consultation are satisfied. This mitigated against the SCCG being unable to promote the consultation in November-December due to PERP. This means we are now promoting the strategy via SCCG routes.

UPDATE 27th Jan 2020: The consultation has now closed. We have had 160 responses. We have promoted widely and have kept a detailed record of this.

Comprehensive Health Impact Assessment being complete

Yes No

Please attach health impact assessment as a supporting document below.

Public Health Leads has signed off the health impact(s) of this EIA

Yes No

Health Lead

Bethan Plant

Age

Staff

Yes No

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

This strategy is about our commitment to children and young people with SEND, so if fully affects them. If we get it right and implement the changes in the strategy then we will be able to fulfil our vision that Sheffield is an inclusive city where we work together to ensure that children and young people get the right support at the right time so that they can live a happy and fulfilled life. This will have a positive impact on children and young people.

Our research and consultation leading up to the development of the draft strategy has included focus groups with children and young people to get their views about what is important to them. We will run further focus groups once the draft strategy is out for consultation in order to ensure we capture views, we are aiming for this to include with looked after children. We will send the survey link to ChilyPep to circulate to it's members and young people as well as Learn Sheffield and School Point to distribute to schools.

UPDATE 8th Jan 2020: We ran two focus groups with young people with SEND during the first part of the consultation period to get their views about the strategy. We are re-distributing the consultation to schools via Learn Sheffield.

UPDATE 27th Jan 2020: The consultation has now closed. We have had 160 responses. We did further promotion to include the Care Leaver's Council and Children in Care Council as well as the Children's Health and Wellbeing Board, and have kept a detailed record of this to ensure we reached out as widely as possible.

Disability**Staff**

Yes No

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

The focus of this strategy is SEND and Inclusion so it directly affects people with the range of conditions that SEND encompasses. The longer term impact of implementing the strategy will be to maximise the potential of the young people. In particular we hope that the impact of implementing the strategy will be:

- Young people will have their needs assessed at the right time to get the support they need to access education
- Young people will be at the centre of all assessments so that they are meaningful to their life
- Services assessing young people will work together to ensure a co-ordinated assessment process so that their experience is better

We have carried out several focus groups already with young people with SEND and these have been used to inform the draft. We will run further groups with young people with SEND once the draft is out for consultation. We will send the consultation survey link to all schools in Sheffield via School Point and Learn Sheffield and out widely to disability groups across the city.

UPDATE 8th Jan 2020: We ran two focus groups with young people with SEND during the first part of the consultation period to get their views about the strategy. We are re-distributing the consultation to schools via Learn Sheffield. We promoted the consultation to SEND parent groups across the city, including S.P.L.A.S.H (Supporting People Linked by ADHD in Sheffield), Downs Syndrome Support Group, Sparkle and Ray of Hope.

UPDATE 27th Jan 2020: The consultation has now closed. We have had 160 responses. We have promoted widely and have kept a detailed record of this to ensure we reached out as widely as possible.

Race

Staff

Yes No

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

From what we know, the majority of young people with SEND are White British, however there are also a significant number of young people with SEND who are Pakistani and White Gypsy Roma as well as from other BAME or dual heritage groups such as White and Black Caribbean.

We know that we have struggled to reach some BAME groups in Sheffield, especially in relation to SEND and may also have language barriers.

To help us reach the widest range of BAME communities we will use the BAMER Hub (which is one of the seven equality hubs) to promote the consultation as well as promoting in particular to groups doing focused work with the Pakistani and Roma Slovak communities who can be difficult to reach. We will offer opportunities for us to support discussion groups with these communities.

We recognise that some individuals may have language barriers and we will take all steps to try and be inclusive to their needs. We have provided the offer of translation on the consultation web page. These offers are written in the top 6 languages in Sheffield requested from Language Line since January 2019.

UPDATE 8th Jan 2020: We promoted the consultation to the BAMER Hub and particular groups doing focused work with, for example Pakistani and Roma Slovak communities. We did this via email and followed up with a further email offering support to run focus groups and / or a drop in. As yet we have had no take up. We have also not received any requests for translated versions of the strategy.

UPDATE 27th Jan 2020: The consultation has now closed. We have had 160 responses. We have promoted widely and have kept a detailed record of this to ensure we reached out as widely as possible. We received no response to our offer of running a focus group/drop in.

Carers

Staff

Yes No

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

We want to ensure that the parent/carer voice is heard and is reflected in our Inclusion strategy and future SEND work. In doing so we want to improve parent/carers experience of the SEND 'system' in Sheffield, to improve provision and to provide clear and timely communication and support for each step of their child's life. For many parents this will reduce frustration and stress and increase trust. We have provided several opportunities for parents and carers to share their thoughts about our current approach to SEND and Inclusion in Sheffield. We attended a range of events over summer 2019 in order to capture the views of families and young people. We set up focus groups in schools and at Sheffield Futures to talk to young people and we produced a parent survey and young person survey for parents and young people to complete with their views about issues and priorities to feed into the strategy development. We had parents/carers at the co-production strategy that we held in October 2019 and will ensure we promote the consultation on the draft strategy widely, working closely with the PCF to achieve this. We will ensure we send the link to the survey to all parents and carers who gave their details wishing to be involved in future SEND work and will also promote via the PCF networks.

UPDATE 8th Jan 2020: We also promoted the strategy consultation via email to various SEND groups across the city including including S.P.L.A.S.H (Supporting People Linked by ADHD in Sheffield), Downs Syndrome Support Group, Sparkle and Ray of Hope. To date, almost 45% of respondents to the consultation are parents or carers.

UPDATE 27th Jan 2020: The consultation has now closed. We have had 160 responses. We have promoted widely and have kept a detailed record of this to ensure we reached out as widely as possible. PCF have continued to promote via their channels and the Carer's Centre also sent out communications to their members. 40% of consultation respondents identified themselves as parents/carers.

Supporting Documentation

NHS SCCG EIA Form - SEND strategy development.docx
 Inclusion Strategy consultation process - overview for EIA.docx
 SPEEEC report - SEND strategy development.doc

Cumulative impact

Proposal has a cumulative impact

Yes No

Proposal has geographical impact across Sheffield

Yes No

Details of geographical impact across Sheffield

It is a citywide consultation

Local Partnership Area(s) impacted

All Specific

Action Plan and Supporting Evidence

Action plan

We will be promoting the consultation widely across the city in order to reach our four key stakeholder groups and beyond. Including via the following groups:

Partners: [N.B. SCCG can no longer promote the consultation due to strict NHS rules around PERP]. PCF will promote via facebook, parents groups, newsletter. Local Offer etc. This was one of the factors that was taken into account to extend the consultation deadline to 26 January 2020.

Local organisations and groups: ChilyPep, Healthwatch.

Schools: School Point, Learn Sheffield.

Parents: Subscribers to the Children, Young People & Families topic in GovDelivery (5,888 people) as well as all the promotion done via the PCF.

Council: Intranet, People News, Five minutes on Friday, SCC Consultation Hub, teams involved in focus groups, SENDIAS.

We will also send out to groups who can promote the survey among different BAME communities.

We will also be promoting via social media and the local press.

Focus groups: we will run focus groups with young people, parents and frontline workers during the consultation period in order to ensure we capture their views.

UPDATE 8th Jan 2020: SCCG has been undertaking a gap analysis to identify areas whether we need to push the strategy further. We have emailed schools again via Learn Sheffield, have emailed parent groups across the city, including S.P.L.A.S.H (Supporting People Linked by ADHD in Sheffield), Sparkle, Downs Syndrome Support Group, Sheffield Deaf Society, Sheffield Society for the Blind. We have emailed Burton Street Project, asking them to promote to their networks. Having extended the consultation deadline, SCCG is now able to support promotion and has been doing so via their networks. We have offered support to run focus groups and drop ins with various BAME organisations in the city.

UPDATE 27th Jan 2020: We had 160 responses to the consultation and have kept a detailed record of who it was promoted to. We have tried to reach out as widely as we can, including to groups representing members of specific BAME communities. We offered to run focus groups and/or drop ins but have not had any take up from this offer.

Supporting Evidence (Please detail all your evidence used to support the EIA)

Consultation

Consultation required

Yes No

Consultation start date

11/11/2019

Consultation end date

26/01/2020

Details of consultation

We have worked closely with the Sheffield Clinical Commissioning Group (SCCG) and Sheffield Parent Carer Forum (PCF) to regularly check which areas or people we needed to focus on and to identify ways to reach them.

We worked with SCCG to develop an EIA for their Strategic Public Experience and Engagement Committee (SPEEC) which sets strict guidelines for public consultation. A copy of this EIA is attached. It was officially passed by SPEEC on 10th September 2019.

We ran a formal consultation on the draft Inclusion Strategy between 11th November 2019 and 26th January 2020. [This was originally due to run until mid-December 2019 but was extended due to SCCG not being able to consult during PERP]. From the consultation responses, we have been able to see the percentages of people who agreed or disagreed with various elements of the strategy and also to theme comments and identify parts of the strategy to write more clearly, or focus differently.

During the first four weeks of the consultation we listened to what people told us up to that point and re-drafted the strategy commitments in plain English. We re-issued these alongside the original draft strategy for further comment in December (23rd) for the remainder of the consultation period.

In total, we received 160 responses to the consultation. Of those who told us which category they belonged to:

- 63 (39.6%) Parent, carer or family member of a child aged 0-25 with SEND
- 1 (0.6%) A child / young person
- 36 (22.6%) Leader (education, health or care)
- 38 (23.9%) Frontline professional
- 21 (13.2%) Other

The majority of respondents (84%) felt the strategy had correctly identified what needs to be done to improve inclusion within the city.

Under every commitment, the majority of respondents (i.e. consistently over 50%) either agreed or strongly agreed with the statements about our challenges, what it looks like now, our priorities, what we will change and the impact, as set out in the table below.

We kept a detailed spreadsheet of responses and met with the Strategy Development Group on a regular basis to study responses, going through each comment in turn and assessing the degree to which to reflect it in the strategy. Analysis of the responses identified several areas for us to make clearer:

- Language and tone – too much jargon
- Provision - what current provision is available, any gaps and what we will be doing to plan future provision and address any gaps.
- Resourcing and how to make it a reality
- Role of schools and SENCO
- Early years - it was felt that this didn't come through strongly enough in the original draft

As a result of people's responses we have reworded sections of the strategy to try and ensure that comments have been taken on board:

- Making the language clearer and using less (or explaining better) jargon
- Making early years more visible within the document
- Being clearer about transition points and what we are referring to
- Adding a paragraph around resourcing so that people are clear what our plans are here
- Being clearer about timescales and that the action plan will follow on from the strategy

Where we haven't incorporated comments it is because we made a considered decision that it wasn't appropriate – for example we didn't include reference to families in the vision because this is a child and young person strategy and if we get it right for the child or young person then this should have a knock on effect on the wellbeing of the family.

As part of the consultation we took additional steps to reach specific BAME communities, including offering to run focus groups or drop ins. We did not have any take up from this offer.

We have kept a detailed record of promotions for the consultation.

Are Staff who may be affected by these proposals aware of them

Yes No

Are Customers who may be affected by these proposals aware of them

Yes No

If you have said no to either please say why

Summary of overall impact

Summary of overall impact

We will co-produce an Inclusion strategy for Sheffield. We are/have been building on previous research and consultation via focus groups with staff and young people, surveys of parents and young people, a co-production session with parents, councillors, leaders and frontline workers from health, education and car) and consultation(with young people, parents, frontline workers and leaders) on a draft of a SEND and Inclusion Strategy for Sheffield that helps us better meet the needs and aspirations of children and young people in our city.

In November/December 2019 we are carrying out a consultation on the draft strategy and we are asking questions about the vision and the five key commitments of the strategy.

We are taking steps to ensure that the widest range of stakeholders from our four key stakeholder groups Young People, Parents/carers, leaders and frontline workers are reached. We are taking specific steps to look at how we can reach the hardest to reach.

UPDATE 8th Jan 2020: Deadline for consultation was extended to 26th January to allow SCCG to promote the strategy and ensure their requirements for consultation are satisfied. This means we are now promoting the strategy via SCCG routes.

UPDATE 27th Jan 2020: The consultation has now closed. We have recieved 160 responses. We have been reviewing comments and will make adaptations to the strategy as appropriate. Although we took all steps to reach the widest stakeholders, take up of request for focus groups was low.

Summary of evidence

Changes made as a result of the EIA

Escalation plan

Is there a high impact in any area?

Yes No

Overall risk rating after any mitigations have been put in place

High Medium Low None

Review date

Review date

29/02/2020

If a review date is specified, it will appear in the 'Upcoming Reviews' view when the EIA review is within 30 days.

Approved

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